

## JOB DESCRIPTION, DISTRICT MANAGER, COMMUNITY BOARD #3 BRONX

Bronx Community Board #3 is a city agency serving the communities of Bathgate, Claremont, Crotona Park east, Melrose, Morrisania and Woodstock.

The Community Board Consists of up to 50 members with an advisory role in the city's land-use and budget processes and advocates on behalf of the residents of the community.

Working directly with the Board Chairperson, under the executive direction of the Community Board, The District manager:

- Maintains the day-to-day operations of the Community Board office including internal budget of the Board, processes citizen complaints, provides accurate information to the public and maintains files and records both paper and electronic.
- Supervises, evaluates, directs, and motivates a small staff.
- Makes policy and strategy recommendations to the Board including but not limited to, CB3 Capital and Expense budgets of NYC and executes Board policy.
- Resolves problems and assures delivery of City services. Processes constituent complaints relating to services provided by municipal agencies within the district and reports such complaints (written and/or verbal) to the Community Board.
- Distributes information to the Board and community in a timely fashion, including keeping the board website current.
- Presides over monthly District Services Cabinet meetings, which includes establishing the agenda and creating and preparing reports to the Board.
- Attends monthly Borough Service, Borough Board, and committee meetings.
- Must be able to attend monthly Board meetings and committee meetings as needed, which are scheduled in the evening; and also, must attend occasional weekend events as well.
- Establishes and maintains a working relationship with elected officials and their representatives, City agencies, non-profit organizations, places of worship, businesses, and all other community groups and agencies.
- Must be a strong advocate for the Community Board's views, as directed by the Board.
- Must be able to work well with a diverse community.
- Must be a current New York City resident, or if currently employed by NYC, must be a NYC resident for not less than two years.

## Qualification Requirements

- 1. A baccalaureate degree from an accredited college and two years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or
- 2. An associate degree from an accredited community college and four years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or
- 3. A four-year high school diploma or its educational equivalent and six years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or
- 4. Education and/or experience which is equivalent to "1", "2" or "3" above.

## Essential Skills

- A history Of strong managerial, organizational, and supervisory skills.
- Excellent communication skills and computer competency.
- The ability to manage multiple projects and meet strict deadlines.
- Demonstrates cultural sensitivity and competencies within a diverse population.
- Spanish speaking a plus.

To Apply, Please Submit Resume via email or by Postal Mail:

Bronx Community Board 3  
1426 Boston Road  
Bronx, NY  
10456

**[CB3committee@gmail.com](mailto:CB3committee@gmail.com)**

***\*Resumes are due by close of business June 3, 2022.***

The City of New York and Bronx Community Board 3 are Equal Opportunity Employers

